

**Commonwealth of Virginia**  
**RFP 720C-04391-14C**  
**ADDENDUM #1**

**Issue Date:** April 29, 2014

**RFP Title:** Restoration of Competency Services for Juveniles

**Issuing Agency:** Department of Behavioral Health and Developmental Services (DBHDS) - Office of Forensic Services

**Purpose:** RFP Clarification and Offeror Questions and Answers

The following Questions were submitted to the Department of Behavioral Health and Developmental Services under RFP 720C-04392-14C. Questions are reprinted along with the department's answer.

Q1. Is our organization eligible to apply for the funding opportunity above as a contractor/contracting agency? Or are you seeking applications only from regional teams representing Partnership Planning Regions (PPR)?

A1. Yes. The department seeks proposals from interested parties who have an understanding of juvenile competency restoration services, have staff with the required minimum qualifications, have staff who are trained or who can be trained, and are able to provide the service throughout the State or a geographic areas of the State.

The department will review and consider proposals from any offeror able to service multiple PPRs or a portion of one PPR.

Q2. Reference Section 3.1 - Regarding the training delivered "through Contracting Agency provided restoration audio visual materials to include computer based applications." Does the Government prefer specific (i.e. brand name) or specific types (i.e. category, manufacturer/company, methodology) materials and/or applications?

A2. The computer based restoration tools/materials will be provided by DBHDS. These programs operate on standard laptops with Windows operating systems. It is possible they might work with Apple applications but this has not been tested. DBHDS has no preference for brand of laptop as long as it has Windows 7 or newer operating system.

Q3. Reference Section 3.12 – SOW states: "Services for non-English speaking juveniles will be provided in the juvenile's primary language."

- a. What primary languages are currently supported or have been supported in the past?
- b. Of those currently or past languages, in what quantity and/or relative quantity were they provided?
- c. What languages are anticipated to be required during the next year?
- d. Does the statement, "Contractor(s) will be allowed to seek reimbursement..." mean the contractor assumes a risk in providing these language services which may not be reimbursed?
- e. Can estimated language costs be proposed as an Other Direct Cost (ODC) or should they be proposed in some other specific manner?

A3. Answers provide by sub-question.

- a. Urdu, Chin, Spanish, and Chinese (exact dialect unknown) have been supported.
- b. The need for qualified translators historically has only occurred in fewer than 5% of cases.
- c. DBHDS cannot predict the specific language needs of future cases.

- d. No. DBHDS will reimburse for all language services.
- e. Yes. Contractors that plan to provide language services in-house can propose the costs as an ODC as a Time and Material Line Item. Please specify the language and the hourly rate.

Contractors utilizing a subcontractor will be reimbursed on a cost basis through their monthly invoice.

Q4. Reference 3.14.a.1. – SOW states: “The evaluation report of the independent evaluator shall include the requirements as described in Section 3.13, Number 2 of this RFP.”

a. Section 3.13 is one sentence and only outlines attendance at court hearings?

A.4 The reference is incorrect. Independent evaluations must comport with the requirements outlined in Virginia Code §16.1-356. Please see <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+16.1-356> for more details.

Additionally, for reference, a report checklist by the University of Virginia Institute of Law, Psychiatry & Public Policy provides more details about the standard of practice for competency evaluations.

#### **Addendum Acknowledgement**

The undersigned acknowledges receipt of this Addendum and by signature confirms the information contained herein shall become part of RFP 720C-04392-14C as amended through this Addendum. Offerors must return this Addendum as part of its proposal. Failure to return signed Addenda shall be grounds to reject the Offerors proposal.

IN COMPLIANCE WITH THIS ADDEDUM AND THE REFERENCED REQUEST FOR PROPOSALS AND TO ALL THE CONDITIONS IMPOSED THEREIN, IN FACT OR BY REFERENCE, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL AND ADDENDUM OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

**Offeror Name and Address:**

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\_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

*(Official Signature in Ink)*

**Telephone:**

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**Printed**

**Name:**

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**FEI/FIN Number:**

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**Title:**

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